

## CA-PMM

**Project Name:** ACES Project

**OCIO Project #:** EDD FSR 05-04

**Department:** Employment Development Department

**Revision Date:** July 31, 2009

## Status Report

### Progress Report -- Team Member to Project Manager

#### Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

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### Status of Assigned Issues

Issue Number	Description	Due Date	Status

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### Status Report – Project Manager to Sponsor

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#### Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	No milestones due during reporting period		
2. Were any key milestones or deliverables rescheduled?	No			
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			

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9. Are there any staffing problems?	No			
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### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	Yes	EDD hosting infrastructure (not DTS) will result in significant lower costs	Build infrastructure
4. Are there any expected or recommended changes to scope?	Yes	No impact to cost or schedule anticipated	
5. Are there any tasks not originally estimated that will need to be added?	Yes	See response to 3	Schedule update
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	No critical path tasks no significant impact	Schedule update
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

SPR submitted for approval to Agency on June 26, 2009

SPR submitted for approval to DOF & OCIO on July 3, 2009

SPR re-submitted to Agency (incorporating OCIO comments) on July 22, 2009

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Obtain DOF and OCIO approval of SPR	9/19/08	7/31/09	Awaiting approval from Agency and Control Agencies	Minor impact to implementation date. Delay resulted from the use of the new SB 954 procurement process.	
Sign Contract with Prime Solution Provider for ACES	7/1/09	8/3/09	Awaiting approval of SPR and contract	Minor impact to implementation date. Delay resulted from the use of the new SB 954 procurement process.	

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

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	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	SPR submitted
Milestones	X			
Deliverables	X			
Resources	X			
OneTime Cost		X		Analyzing individual cost variances to determine corrective action
Continuing Cost	N/A			

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### Status Reports – Sponsor to Steering Committee

#### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Obtain DOF and OCIO approval of SPR	9/19/08	7/31/09	Awaiting approval from Agency and Control Agencies	Minor impact to implementation date. Delay resulted from the use of the new SB 954 procurement process.	
Sign Contract with Prime Solution Provider for ACES	7/1/09	8/3/09	Awaiting approval of SPR and contract	Minor impact to implementation date. Delay resulted from the use of the new SB 954 procurement process.	

#### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

\* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
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Milestones	X			
Deliverables	X			
Resources	X			
One Time Cost		X		Analyzing individual cost variances to determine corrective action
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## Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	0
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	1
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	0
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
<b>Total</b>			<b>1</b>

Green = 0 - 8  
Yellow = 9 - 19  
Red = 20+

**Vendor Viability Rating Rationale**

Not applicable - No contract has yet been awarded